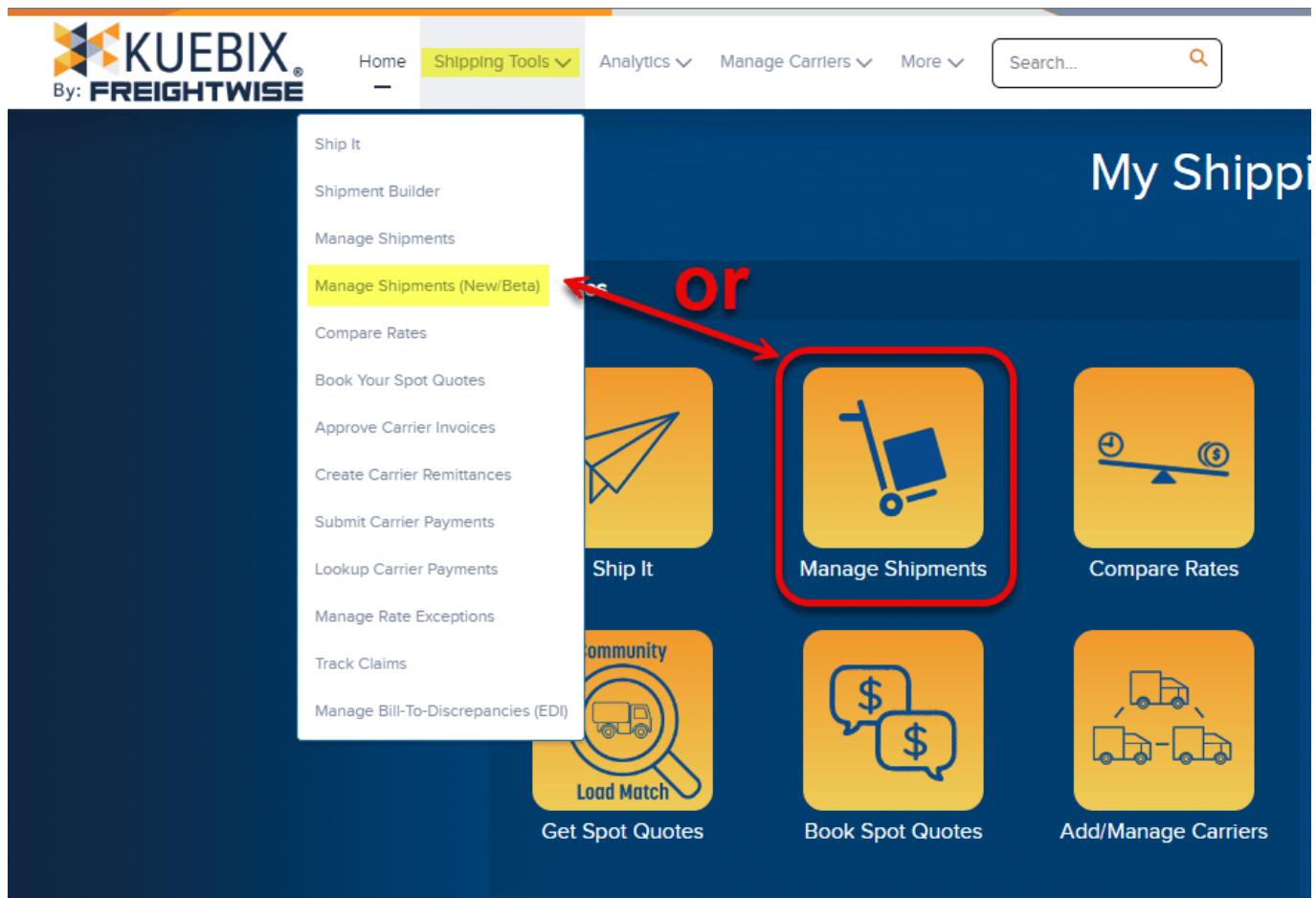


Editing Shipments

The Manage Shipments grid stores all shipments created in Kuebix. All shipments created in the Ship It tool, whether saved or booked, will appear in this grid. A shipment will save in Ship It after you select the **Get Rates** button. A shipment will only save if you do not book the shipment.

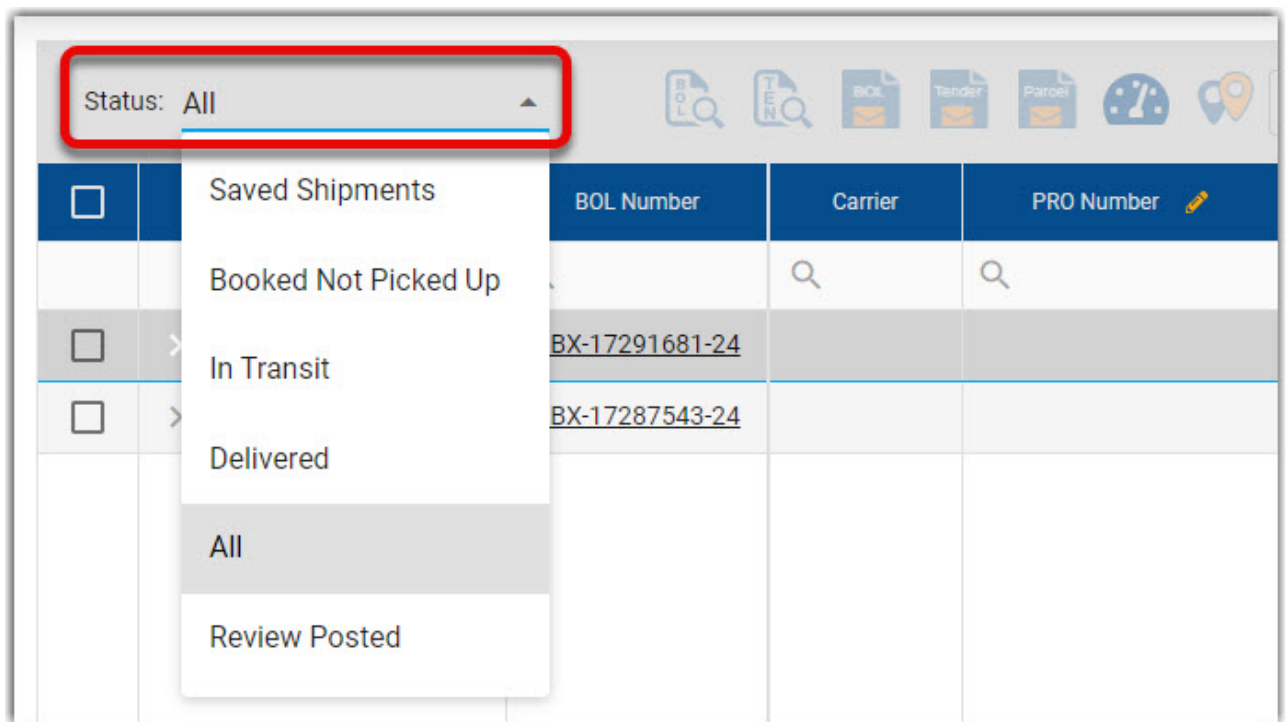
1. Click the **Manage Shipments** button located on the Home page.



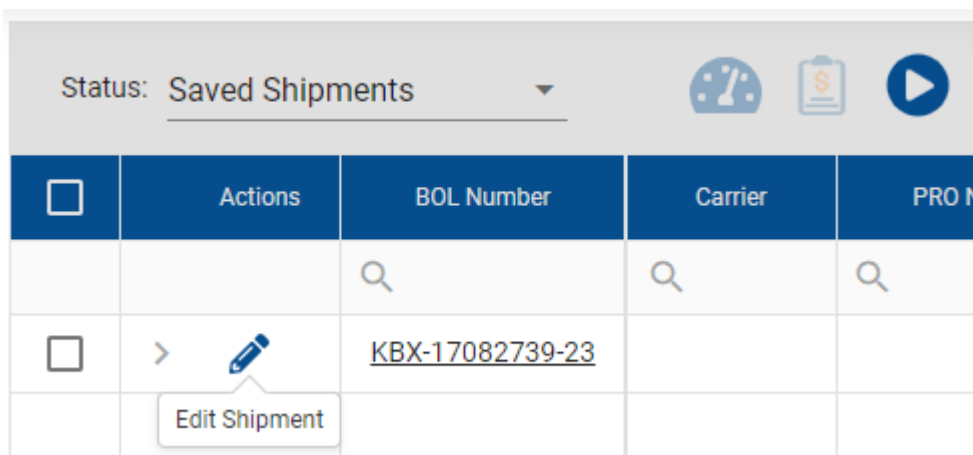
2. On the **Manage Shipments** page, locate your shipment in the table. *Note:* If you do not see your shipment, click on the **Status** filter to change the status of the shipments you are currently viewing.

Editing Shipments

Please be advised, if your shipment is currently Booked, to edit the shipment it will need to be unbooked and you will need to re-request rates to rebook.



3. Once you find your shipment, click on the **Actions** link and select **Edit Shipment**.



Editing Shipments

5. You should now be taken to the **Shipment Entry** page, click the **Edit Shipment** button. If your shipment is currently booked, you will need to unbook in order to edit the information.

The screenshot shows the 'Shipment Entry' page. At the top, there is a header bar with a blue 'Edit Shipment' button highlighted by a red rectangle. Below the header, there is a section with a blue background and white text that reads 'Let's get started by answering a few required questions about your shipment'. This section contains two columns of form fields. The left column is titled 'Chips and Dip - 95330 (Roth)' and includes fields for 'Shipment Type' (TL), 'Payment Type' (Outbound Prepaid), and 'Carrier Type' (Air). The right column is titled 'Need to add additional references for your shipment?' and includes fields for 'Pickup Date' (03/15/2024), 'Pickup Window' (6:00 AM), 'Delivery Date' (03/15/2024), 'Delivery Window' (10:00 PM), 'Pickup Number' (CON-161279-24), 'Delivery Number', 'Company BOL', and 'Seal Number'. The 'Edit Shipment' button is located at the top center of the page, above the form fields.

6. Scroll to the field(s) you wish to edit and make the desired changes. Once the edits are made, click **Contract Rates** to resubmit your updated shipment!